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Prepared by: Darla Stangl	Approved by: Erik Michelsen
Signature:	Signature:
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Procedure Title: Equipment Custodian

Summary of Changes: Added Record Matrix to Paragraph 7.

1. PURPOSE: To identify the ENFO procedures for tracking, maintaining and procuring all Equipment.

2. SCOPE: This instruction is used by the Equipment Custodians and/or alternate custodians in ENFO.

3. DEFINITIONS:

3.1 Custodian – An individual assigned the responsibility for tracking, processing and the maintenance of equipment used within ENFO. The designated person must have received the certified custodial training required by AFMAN 23-110, Vol. 2, Pt 2, Chap 22.

3.2 TILO Custodial Equipment – All non-consumables with a unit value over \$25.00.

3.3 ADPE – Automated Data Processing Equipment.

4. RESPONSIBILITIES: The Equipment custodian is ultimately responsible for keeping the account and tracking all equipment in ENFO. Semi-annual inventories are mandatory to insure that all equipment is present. The custodian also processes all necessary forms for disposal of assets, insures that the equipment is removed from inventory and makes arrangements made for disposal.

5. INSTRUCTIONS:

5.1. INVENTORY:

5.1.1. ENFO Custodial Equipment Inventory is accomplished semi-annually upon receipt of the R14 from TIC. Bar Code scanning equipment is used with subsequent processing of data being done using the windows based Check-Mate Program. Inventory consists of accountable and non-accountable equipment. All accountable equipment is listed on the R14 which must be signed by the custodian and returned within 15 days of receipt.

5.1.2. An ADPE list is provided semi-annually by 72/SC and updated by the ADPE custodian. This updated listing requires the custodian's signature and Branch coordination.

5.2. DISPOSAL: All procedures required for the disposition of excess federal property is covered in **BLOCK I GENERAL SUPPLY INDOCTRINATION** and **BLOCK III EQUIPMENT CUSTODIAN TRAINING** and **AFM 67-1, Vol. II, Pt 13, Standard Base Supply Customers' Guide**.

5.3. PROCUREMENT: All procedures required for the procurement of new federal property is covered in **BLOCK I GENERAL SUPPLY INDOCTRINATION** and **BLOCK III EQUIPMENT CUSTODIAN TRAINING** and **AFM 67-1, Vol. II, Pt 13, Standard Base Supply Customers' Guide**.

6. REFERENCES:

6.1. AFM 67-1, VOL II, Pt 13

6.2. AFMAN 23-110, VOL 2, PT 2, CHAP 22

6.3. BLOCK I GENERAL SUPPLY INDOCTRINATION and BLOCK III EQUIPMENT CUSTODIAN TRAINING MANUALS

7. RECORDS:

Governing Requirements	Specific Record	Resp Org	Stor Site	Form or Rcrd#	Filing Method	Ret. Time	Security Class	Remarks	Electronic Records Backup Method
AFM 67-1	DD FORM 1348	ENFOC	OC/ALC ENFOC	File "Copy of DD form 1348"	Retriever	1-2 yrs	Unclassified		N/A
AFM 67-1	AF FORM 2005	ENFOC	OC/ALC ENFOC	File "Copy: of AF form 2005"	Retriever	1-2 yrs	Unclassified		N/A
AFM 67-1	R14 CA/CRL	ENFOC	OC/ALC ENFOC	File "CA/CRL R14 copy"	Retriever	1-2 yrs	Unclassified		N/A

8. ATTACHMENT

1. None

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